

WIC ME Changes, 2012-2013

Indicator Criteria	Indicator/Criteria Text	Change	Documentation required	How to verify
2.1a	The WIC Program displays the USDA non-discrimination poster, "...And Justice for All" in (a) prominent places in each clinic site. (7 CFR 246.8(a)(1), MI-WIC Policy 1.09)	Removed "locations"-only require one poster minimum per clinic.	ONE "...and Justice for All Poster" required per clinic	Observation of at least one poster prominently displayed in the WIC clinic.
2.1b	The WIC Program includes the current USDA non-discrimination statement on all materials: developed by WIC, <u>and</u> used for WIC clients, applicants and the general public, <u>and</u> includes mention of WIC. (7 CFR 246.8(a)(1), MI-WIC Policy 1.09)	Observe that the statement " This institution is an equal opportunity provider " appears in WIC advertising on newspaper, radio, TV, <u>website</u> and public service announcements. (b)	Updated date of Civil Rights Policy change to 12/2012. Included "website" on list of outreach materials that requires Civil Rights statement.	Note 12/2012 Civil Rights language on materials
2.2a	The WIC Program complies with FNS Instruction 113-1 and the Civil Rights Web-based Training Module (7 CFR 246.8, MI-WIC Policy 1.09, FNS Instruction 113-1). a. The WIC Program trains new staff during orientation using the Civil Rights Web-based Training Module and retakes/reviews the Civil Rights Module with all other staff once a year and maintains records of the tests/reviews in MI-WIC Staff Training. (7 CFR 246.8(a), FNS Instruction 113-1, MI-WIC Policy 1.09)	Utilize the LMS WIC Civil Rights Training starting 12/10/12	Verification of test score, LMS Civil Rights Training	Test certificate or score recorded in MI-WIC Training log.

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3.1 b	The WIC Program ensures that a Nutrition Educator, Nutrition Counselor, Non-Nutrition Health Professional, or a Nutrition Education Assistant, who meets the qualifications in WIC Policy, provides nutrition education. (WIC Policy 1.11, 4.19, 6.07, MI-WIC Policy 1.07)	Added MI-WIC Policy 1.07 (staffing)	Resume/ Curriculum Vitae (CV) for all staff performing CPA duties (assigning risk codes, food packages and client nutrition education plan) Copies of licenses or registrations, if required - i.e., Registered Nurse (RN), Registered Dietitian (RD), Dietetic Technician, Registered (DTR)	Review Resume, CV , certification or license of staff requiring credentials for roles. Review agency Organization Chart
4.1b	Clients offered lead testing or immunizations that require payment are informed that they don't do <u>not</u> have to accept these services to receive WIC benefits. (7 CFR 246.7(m), MI-WIC Policy 2.01)	Changed don't to do not		
4.2f	The WIC Program accepts a WIC VOC <u>Verification of Certification (VOC)</u> , signed WIC Bridge Card, or one of the acceptable proofs of identity to receive benefits, once the applicant is enrolled. (7 CFR 246.7(k), 246.7(l)(2), MI-WIC Policy 2.03, 2.19)	Wrote out Verification of Certification instead of VOC	Observation of out of State Transfer	Use of VOC for transfer

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4.3 a, b	Health and Diet Assessment: The WIC Program determines if a person is at nutritional risk through health and diet screening at each certification, recertification, and <u>infant/child health evaluation</u> . (7 CFR 246.7(e)(1), 246.7(g)(1)(iv), WIC Policy 2.04, 4.02, MI-WIC Policy 2.14)	Includes child health evaluation	Mid-certification screens completed at child health Evaluation	Completed Mid-certification screen.
4.3b	Anthropometric Assessment: The WIC Program requires or obtains a height or length, head circumference and weight measurement documented in the applicant's file at the time of certification, recertification and <u>infant/child health evaluation</u> in accordance with the Anthropometric Measurement Procedures Manual. (7 CFR 246.7(e)(1), 246.7(g)(1)(iv), MI-WIC Policy 2.15)	Includes child health evaluation	Completed measurements obtained during Child Evaluation	Completed measurements obtained during Child Evaluation
4.4a	The WIC Program determines the categorical eligibility at each certification or category change through interviews, birth record, proof of pregnancy, or <u>GPA</u> assessment of pregnancy /breastfeeding status. (7 CFR 246.7(l)(2), MI-WIC Policy 2.01, 2.03, 2.10	The WIC Program determines the categorical eligibility at each certification or category change through interviews, birth record, proof of pregnancy, or (CPA) <u>GPA</u> assessment of pregnancy/breastfeeding status. (7 CFR 246.7(l)(2), MI-WIC Policy 2.01, 2.03, 2.10	Obtains physical proof of identity, including date of birth (i.e. birth or immunization record, Medicaid card), to certify <u>new</u> applicants. (a)	Proof of Pregnancy, breastfeeding status, child's date of birth

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5.3c	6- The WIC Program certifies transfer clients for the certification periods specified on the Verification of Certification or other certification evidence provided: <u>or equivalent to the Michigan WIC Program period for that status, whichever is longer.</u> (7 CFR 246.7(g)(ii), MI-WIC Policy 2.17, 3.04)	Transferring clients' certification periods can be extended to be equivalent to Michigan's certification period.	Out of State transfer VOC or other proof of WIC Enrollment. If less than 1 year cert for eligible woman or child, certification period can be extended to 1 year.	Transfer report or observation.
5.3c	<u>The WIC Program schedules and performs evaluations mid-certification for infants and children who are enrolled for certification periods lasting eight months or more. (MI-WIC Policy 2.17)</u>	Mid-certification evaluation for infants and children (IBE, IBP, IFF, C1-C4) if certified for 8 months or more.	Completed mid-cert evaluation for infants and children enrolled for 8 months or more.	Completed mid-cert evaluation.
5.4a	At the time of initial entry, out of state transfer or Authorized Person change, the WIC Client Agreement is read by or read to the WIC applicant, client or authorized person <u>Authorized Person</u> , in a language which <u>that</u> is understandable to that client. The client then signs the Agreement and is given a signed copy. At recertification, the client reviews and signs the WIC Client Agreement and is provided a copy upon request. (7 CFR 246.7(i)(8), 246.7(j), MI-WIC Policy 2.18)	...is read by or read to the WIC applicant, client or authorized person <u>Authorized Person</u> , in a language which <u>that</u> is understandable to that client.	No change, just clarified language	

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6.1a 	The WIC Program ensures that at least the required nutrition education (NE) contacts are made available during each certification period to all clients (through individual or group sessions). (7 CFR 246.11(e)(2), MI-WIC Policy 5.01, 5.03)	Inserted (NE) to indicate the abbreviation for Nutrition Education.		
6.2c	The WIC Program's Competent Professional Authority (CPA) and the client together will develop a Nutrition Education Plan (NE Plan) that prioritizes client health concerns to be discussed during the certification period and plans for follow-up. The CPA will document the NE Plan and provide a copy to the client. (WIC Policy Exhibit 6.02B, MI-WIC Policy 5.01)	Included NE Plan requirement for infant/child health evaluation.	Observe/review that the client received a copy of the NE plan at each certification/recertification and infant/child evaluation. (clinic/miscellaneous/communications). (c)	Observation and/or Communications file indicating issuance of NE Plan at infant/child evaluation.

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6.2e 	The WIC Program ensures that clients who utilize self-directed nutrition education (education mall, wichealth.org, WIC and Sesame Street modules), are asked if they have questions and qualified staff provides answers. (MI-WIC Policy 5.01)	Inserted new Nutrition Education Modules.	<ul style="list-style-type: none"> • Observe that self-directed education clients are interacting with trained nutrition staff after completion of activity. (either by phone or at next face to face visit). (e) • Observe that wichealth.org clients are asked if they have questions and answers are provided by qualified staff. (either by phone or at next face to face visit). (e) 	Observation and record review looking at NE
6.3	The WIC Program provides an eligibility explanation for each client at certification and recertification, and infant health evaluation. (7 CFR 246.11(a-f), WIC Policy Memorandum 2008-1, MI-WIC Policy 5.01)	Policy 5.01-Eligibility explanation only required at cert/recert.		Observation of eligibility explanation at cert/recert.

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6.3a	<p>The WIC Program's Competent Professional Authority (CPA) provides and documents that the Eligibility Explanation has been given to each client at certification, and recertification and infant evaluation with the following components:</p> <ul style="list-style-type: none"> • "You are being enrolled in WIC today because WIC's services (food, nutrition education, referrals and breastfeeding information and support) can help with your health concerns." • <u>Food benefits provided from WIC enrollment are supplemental to other sources of food and meant for the client, not the household.</u> • For pregnant women, encouragement to breastfeed unless contraindicated for health reasons. • For postpartum women, encouragement to continue breastfeeding. <p>(7 CFR 246.11(a)(b), WIC Policy Memorandum 2008-1, MI-WIC Policy 5.01)</p>	<p>Added policy/regulation required explanation: Food benefits provided from WIC enrollment are supplemental to other sources of food and meant for the client, not the household.</p>		Observation of certification/recert

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12.1c	Local agencies shall provide information regarding specific childhood preventable diseases, the benefits of immunization, and CDC's recommended schedule for vaccinations for infants and children according to local agency policy. (MI-WIC Policy 6.03)	•Verify that immunization materials are available regarding specific childhood preventable diseases, the benefits of immunization and CDC's recommended schedule for vaccinations for infants and children per Local Agency Policy(c) http://www.cdc.gov/vaccine/s/parents/downloads/parent-ver-sch-0-6yrs.pdf	Immunization materials available or accessible	View materials
12.1d	For agencies/clinics that are co-located within a local health department a local agency policy related to WIC/Immunization collaboration is on file and is being followed. (MI-WIC Policy 6.03)	Clarified that Health Department based WIC Programs must have a local agency policy related to WIC/Immunization collaboration is on file and is being followed. (MI-WIC Policy 6.03)	Copy of WIC/Immunization policy.	Copy of WIC/Immunization policy.